

## **NOTICE: UPCOMING BICYCLE ROOM AUDIT AND CLEANUP**

Date: [Insert Date]

To All Residents,

Please be advised that management will be conducting a formal audit and cleanup of the building bicycle room on **[Insert Date of Audit]**.

The purpose of this audit is to identify abandoned bicycles, clear floor space, and ensure that the storage area remains safe and accessible for active users.

### **Action Required:**

- Locate your bicycle in the storage room.
- Attach a tag to your bicycle clearly stating your **Name** and **Unit Number**.
- Ensure your bicycle is properly secured to a designated rack.

**Deadline:** Tags must be attached by **[Insert Deadline Time/Date]**.

**Important Note:** Any bicycle that is not tagged, appears abandoned (flat tires, heavy dust, missing parts), or is parked in a restricted area will be removed and disposed of or donated after **[Insert Number]** days. The building management is not responsible for the cost of locks that must be cut during removal.

If you have any questions or need a tag, please contact the Management Office at [Insert Phone Number/Email].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management]  
[Building Name]